

**WIAB 01-10**

**DATE:** July 19, 2010

**TO:** All WIA Subrecipients

**FROM:** Susan Simmons, Workforce Operations Manager  
Workforce Development Division

**SUBJECT:** WIA Participant Follow Up

This bulletin communicates a recent policy change regarding the 12 month follow-up process for participants.

Maintenance of the Data Quality Reports (DQR's) in the WIA Management Information System (MIS), coupled with our review of UI wage records is sufficient to document follow-up contacts for all programs (adult, youth, and dislocated worker).

This means no additional documentation in the participant file is necessary unless an unanticipated service, such as a supportive service, becomes necessary.

Questions may be directed to any member of the Grants Management Unit.